

Curriculum Vitae

Rungen Irvin Mootoo (Medhi)

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Professional Summary:

A seasoned and results-driven **operations leader** with over 26 years of experience driving efficiency, transformation, and growth across diverse sectors. Proven expertise in overseeing complex operations, optimizing performance, and leading cross-functional teams to deliver measurable business outcomes.

My career spans banking, ERP implementation, IT infrastructure, civil works, security, and fintech—equipping me with a versatile skill set to manage dynamic operational environments. With a strong presence in South Africa, Rwanda, Burundi, Madagascar, and Kigali, I have successfully executed large-scale initiatives in both public and private sectors, often within cross-cultural and multilingual contexts.

Specialized in **operational oversight, process optimization, supply chain management, logistics, and cost control**, while also experienced in project management and stakeholder engagement. Recognized for collaborative leadership, I am passionate about mentoring teams, driving innovation, and implementing scalable solutions that ensure operational excellence, client satisfaction, and sustainable business growth.

Key Skills

- Leadership & Team Development
- Operational Efficiency Optimization
- Logistics & Supply Chain Management
- Financial Budgeting & Cost Control
- Risk Management & Compliance
- Performance Management
- Conflict Resolution & Negotiation
- IT Administration & Support

Professional Experience

Head of Operations

Chartrade Ltd, Mauritius / May 2024 – Dec 2024

- Streamlined procurement, stock movement, and store reorganization, reducing inefficiencies and improving turnaround times.
- Oversaw end-to-end factory operations, ensuring cost-effective production and timely deliveries.
- Enhanced operational systems and processes, contributing to measurable efficiency gains.

Head of Operations

Comfort Zone Ltd, Mauritius / Sep 2023 – Apr 2024

- Directed local and international operations, ensuring alignment with strategic objectives.
- Strengthened IT support and helpdesk functions to improve service reliability.
- Supervised logistics, transport, and delivery networks, improving on-time delivery performance.
- Reorganized sales, procurement, and inventory workflows, boosting operational efficiency.

Project Manager

IVERY Global Ltd, South Africa / Jun 2023 – Sep 2023

- Successfully delivered four high-priority projects on time and within budget.
- Negotiated key contracts with local clients, securing new revenue streams.
- Coordinated multi-country operations, ensuring compliance with client requirements.

Senior Team Lead

Harel Mallac Technologies Ltd, Mauritius / 2014 – 2023

- Oversaw daily **operations** across IT administration, helpdesk, logistics, and delivery, ensuring seamless business continuity.
- Directed the Project Management Office (PMO) for local and international projects, delivering on time and within budget.
- Optimized workflows and resource allocation, significantly improving operational efficiency and service delivery.
- Led and mentored cross-functional teams, fostering collaboration and high performance.

Head of Department

Harel Mallac Technologies Ltd, Mauritius / 2012 – 2014

- Provided operational leadership across multiple departments, enhancing service delivery.
- Strengthened logistics, transport, and delivery planning, reducing bottlenecks.
- Oversaw ICT project execution and coordinated resources to meet client expectations.

Project Coordinator / Specialist

Harel Mallac Technologies Ltd, Mauritius / 2006 – 2011

- Coordinated IT and infrastructure projects, ensuring adherence to business goals.
- Managed helpdesk, logistics, and transport operations to support service delivery.
- Supported international projects, improving cross-border operational alignment.

Workshop Supervisor

Harel Mallac Technologies Ltd, Mauritius / 2000 – 2006

- Directed workshop operations, including procurement and inventory control.
- Implemented and managed helpdesk functions to improve technical support efficiency.

Technician

Ireland Blyth Informatics Ltd, Mauritius / 1998 – 2000

- Maintained and repaired IT systems, ensuring minimal downtime and operational continuity.

Curriculum Vitae

Administrative & Purchasing Officer

Artline/SignTouch, Mauritius / 1998

- Managed purchasing and administrative functions, strengthening supplier relationships.

Customs Clerk

ATE Logistic Int. Cargo, Mauritius / 1995 – 1998

- Oversaw customs clearance processes, ensuring compliance with import regulations.

Purchasing & Clerical Officer

Texto Ltd, Mauritius / 1994 – 1995

- Coordinated procurement and supported subcontractors to meet project deadlines.
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Education & Certifications

Education

- BSc (Hons) in Computing & Computer Systems, NCC University (2008)
- Advanced Diploma in Computing & Computer Systems, NCC University (2007)
- SC Pass, Bhujoharry College (1992)
- HSC Pass, Bhujoharry College (1995)

Professional Certifications

- PMP Training (2012 / 2015)
 - Project Risk Management (2011)
 - Finance for Non-Finance Professionals (2017)
 - Risk Management in Industrial Settings (2017)
 - Cisco Training (2013)
 - Project Leadership (2008 / 2009)
 - Train the Trainer (2008)
 - Negotiation Skills (2013)
 - Mastering Microsoft Project Tools (2016)
 - Jumpstart Innovation (2018)
 - Plus various ICT, ERP, and customer care certifications
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Technical Knowledge

- **IT Systems & Networking:** Microsoft Windows Server, Active Directory, Cisco Networking, Security Management
- **Project Tools:** Microsoft Project, Genius
- **ERP & Business Software:** SAP, Sage (X3, V6, V11), QuickBooks, Odoo, AS400, Laserfiche
- **Hospitality:** WinHMS
- **CRM:** Salesforce, Microsoft Dynamics, Eazzy
- **Cloud:** Azure, Google Cloud
- **Cybersecurity:** Risk Mitigation, Data Protection, Security Policies
- **Logistics & Procurement Systems:** Warehouse Management, Inventory Control

Languages

- English: Fluent (Read, Write, Speak)
- French: Fluent (Read, Write, Speak)

Hobbies & Interests

- Technology & Innovation
- Photography
- Cycling & Outdoor Activities
- Swimming & Fitness
- Travel & Culture
- Reading & Research (Business strategy, leadership, emerging tech)

References

Available upon request
